

Required Documents for On-site Monitoring Visits of 21st Century Community Learning Center Programs

As a part of the on-site monitoring process, the 21st Century Community Learning Center (CLC) grantee must provide certain documents to the Department of Public Instruction (DPI) for review. Some of the documents must be sent to DPI prior to the site visits. Others should be available on the day of the visit. Below is description of each of the documents, as well as the timeline for providing the documents to DPI.

Please send the documents that are required to be submitted prior to the visit to Mary Croy (mary.croy@dpi.wi.gov).

Document Name and Description	Due Date
<p>Completed Site Monitoring Agenda: Using the template provided, the grantee should create an agenda for the site monitoring visits. The agenda should specify the dates, times, and locations of the entrance and exit interviews, as well as the people who will be in attendance. The grantees should also provide a list of the types of activities that will be observed on the day of the visit. An electronic version of the template is also available at: https://dpi.wi.gov/sspw/clc/assessment/monitoring-tool).</p> <p>Please note, the entrance interview should be scheduled approximately two hours before the start of the program session. The exit interview should be scheduled for the morning following the program observation. At least 1.5 hours should be allotted for both interviews.</p> <p>The program coordinator and the school principal must be present at both the entrance and exit interviews. Other district and program staff, as well as community partners, may be invited to the meetings if they are able to attend the entire time and the coordinator feels they have important information to contribute about program operations.</p>	Two weeks prior to site visit
<p>Completed Monitoring Survey Tool: The Monitoring Survey Tool asks the grantee to rate how well the CLC program is complying with grant requirements and making use of promising practices. The survey should be completed by a group of people familiar with the operations of the program and returned to DPI. Additionally, evidence should be gathered that supports the ratings given to the program on the survey tool. This evidence should be compiled in a</p>	Two weeks prior to site visit

<p>binder and should be given to DPI staff on the day of the site visit. An electronic version of the template is also available at: https://dpi.wi.gov/sspw/clc/assessment/monitoring-tool.</p>	
<p>Key Program Documents: Program staff should submit the following key documents to DPI prior to the site visit:</p> <ul style="list-style-type: none"> • Program Registration Form – Copy of form that is used to enroll students in the program. • Weekly Program Schedule – Copy of a recent weekly schedule that reflects all program offerings, as well as activity start and end times. • Staff Roster – List of current staff members, including CLC job titles and job responsibilities. • List of Program Partners – Names of current program partners (include agency/organization names), and a brief description of how they contribute to the program. • Attendance Report – Report listing the total number of students currently enrolled in the program, the average daily attendance (ADA) for the program, and the numbers, by grade levels, of those who have achieved “regular attendee” status (30 or more individual days of attendance). Additionally, please provide the number of daily attendees, by grade level, for a recent week (provide dates). Remove student names and other identifying information from all attendance reports. • Local Evaluation Report - Copy of local evaluation report from previous year. This should be the report that is provided when a request is made for the program’s evaluation results by the public or by program stakeholders. 	<p>Two weeks prior to site visit</p>
<p>Documentation Binder: The grantee is expected to gather data that supports the rating given to each of the elements on the Monitoring Survey Tool. This evidence should be compiled in a binder and should be given to DPI staff on the day of the site visit. The binder should be organized in sections according to the order in which the elements are listed on the survey tool. Each section should be labeled with a tab that corresponds to the element’s letter and number. Do not include any identifying information about students or families. If a document included in the binder lists student names or other identifying information, please black out this information.</p>	<p>On day of site visit</p>